

177005/04

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: SENIOR PRINTING SERVICES OPERATOR

DEFINITION

Under general supervision to provide advanced and skilled lead work in the operation of offset printing and duplicating equipment and other equipment used in the City's printing and mailroom operations. Performs related duties as assigned.

REPORTS TO: Publishing Services Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Publishing Services Supervisor. Exercises supervision over Printing Services Operator II's.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

In addition to the duties performed by the Offset Duplicating Equipment Operator, the Senior Printing Services Operator also:

- Reviews work orders and assigns daily work schedules to printing and mailroom personnel.
- Monitors work schedules to ensure timely and high quality work output.
- Maintains inventory of materials and supplies for printing, duplicating, bindery and mail room.
- Assists Supervisor in obtaining and evaluating quotes from outside vendors.
- Works with user departments to plan, schedule, and coordinate large or complicated jobs.
- Keeps Supervisor informed of production problems and recommends solutions.
- Assists other operators in resolving equipment malfunctions.
- Instructs and trains less senior operators in proper printing, duplicating, bindery, and mailroom procedures.
- Answers questions from user departments by phone or at the front desk.
- Maintains filing system for negatives and plates used by offset presses.
- Assists Supervisor in maintaining records and compiling reports.
- Supervises in the absence of the Printing Services Supervisor.

QUALIFICATIONS

Knowledge of:

- Operation and basic maintenance of single and multicolor sheet fed offset presses, high volume duplicating copiers, horizontal camera for offset lithography, automatic high speed bindery equipment, darkroom laboratory process, computerized postage equipment and weigh scales, automated mail inserting equipment.
- Paper, ink and other supplies used in the printing, mailroom duplicating processes, including weights, types and uses of paper.

Ability to:

- Operate and troubleshoot all equipment in the Printing, Duplicating, and Binding shops and the mailroom.
- Plan and schedule work assignments for others and monitor their progress.
- Train and provide daily supervision to subordinate workers.
- Work effectively with user departments and outside vendors

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade.

Experience: Three years experience in the operation and basic maintenance of offset and duplicating machines, cameras, bindery and related equipment.

MEDICAL CATEGORY: Group 2A

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Printing Services Operator

TO: Publishing Services Operator